

*Re: memo 1-4-3
CC: Routed to RMS 6/7/63*

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

25X1

I. Vital Records

1. Discussed possible use of the GSA Vital Records Depository by DDI components with Messrs. They are interested and will formally notify us shortly.

25X1

2. Advised Chief, Machine Records Division that the deposit of tapes for payrolls is delinquent,

- ✓ 3. Approved Vital Records Deposit Schedule for CI Staff.

- ✓ 4. Approved revised Vital Records Deposit Schedule for Personnel Recruitment and Benefits and Services Division, Office of Personnel.

II. Records Control Schedules

- ✓ 1. Approved an addition to Office of Security Records Control Schedule providing for transfer of regulatory material to the Records Center

- ✓ 2. Approved a revision in OER Records Control Schedule to transfer certain Maps to the Records Center.

- ✓ 3. Approved revision in OCI Records Control Schedule to permit retirement and destruction of certain records at the Records Center.

25X1

4. Provided for Records Center to keep, temporarily, 1 cu. ft. of Sovmat records.

- ✓ 1. Approved revision of two items in FID Records Control Schedule to transfer records to the Center.

2. Assisted Audit Staff in destroying some records and transferring one box to the Center.

3. Approved change in disposition instructions for retirement of certain Office of DDI records.

GAGJP 1
Excluded from automatic
downgrading and
declassification

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II. Records Control
Schedules (continued)

III. Forms Management



4. Approved OCI request to change Records Control Schedule to provide for destruction of 3 cu. ft. of records after five years rather than indefinite retention.
1. Completed 12 new and 14 revised forms; some principal ones described below.
2. Converted five unofficial DDP punched card forms to Official Agency forms.
3. Completed arrangements for a new form to be used to encourage use of the pneumatic tube system.
4. Revised Form 835, Appointment Processing Record, so that it can be used in either visible or vertical files.
5. Revised Form 2016, Document Requester Information (DDP) to provide for change in classification.
6. Developed with O/L a new form for the Supply Division to be used in integrating data to the ADP Master File.
7. Developed with Medical Staff a new form, Form 2098 to be used in final evaluation on doubtful medical qualifications.
8. In collaboration with O/S revised Form 1215 to meet current accountability and report requirements so it can be filed in a 3 ring binder.
9. Revised Form 341, Abstracting Work Sheet, with Industrial Register, OCR.
10. Developed with Comptroller's Office new Form 2099 to be used as a Reimbursement Ledger Sheet

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<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
III. Forms Management (continued)		<p>25X1</p> <p>11. Revised with Office of Personnel, Form 202, Field Reassignment Questionnaire to be used by Career Service Board, Office of Assignment and Office of Personnel in Planning next assignment.</p> <p>12. Revised Form 44L, Abstract File Slip and reduced copies from 8 to 7, with savings of approximately \$1100.</p>
		<p>25X1</p> <p>1. Completed 11 new and 13 revised forms; some principal ones are described below.</p> <p>2. Drafted an index card and two punched cards for use in the Security Records Division,, ADP project.</p>
		<p>25X1</p> <p>3. Designed an official Secrecy Pledge Form to be used when other Federal Agency Representatives have access to our investigative files.</p>
IV. Survey of Organization, Functions and Procedures of Signal Center Archives Branch, Commo.		<p>1. The Director of Communications proposed and the DCS and Executive Director concurred in the transfer of the functions, personnel, equipment, records and funds of the Signal Center to the Cable Secretariat effective 1 July 1963 as proposed in our survey.</p>
V. Records Management Survey, DCR		<p>1. Inventoried records of DCR Staffs, DCR Registry and Kint programs. Drafts of Records Control Schedules prepared.</p>
VI. File Equipment and Supplies		<p>1. Arranged for TSD to get four sections of shelving from surplus - Savings \$350. ✓</p> <p>2. Approved requisition from Commo. for special file folders.</p> <p>3. Approved requisition for special file folders for CRR.</p>

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<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
VI. File Equipment and Supplies (continued)		<p>4. Requirement for special file cabinets approved for OER</p> <p>5. Approved four requisitions for special file equipment and file folders for NPIC.</p> <p>6. Requisition for 41 special punched card cabinets approved for SR/OCR.</p> <p>7. Obtained Kardex cabinet for Commo. from surplus supply - saving \$441.</p> <p>8. Obtained 8 units of Soft-T-Stak file trays from surplus for FI Staff - saving approximately \$300.</p> <p>9. Approved a requisition for Special File Cabinet for OCI to house Charts and other graphic material in a vault area.</p>
VII. Operation of Records Center and Vital Records Repository		<p>1. Received 1114 cu. ft. and eliminated by transfer or destruction 1221 cu. ft.</p> <p>2. Furnished 32,540 references; this is an increase of almost 300% over April. This abnormal increase is attributable to requirements from Army, Navy, Air Force and State Department for copies of the NIS and the transfer of more than 17,000 copies of the JPRS.</p> <p>3. Seventeen Agency officials visited the Records Center, from OCI, OCR/SR, RID, OL and Commo.</p>

25X1

<u>Title of Assignment</u>	<u>Assigned to</u>	<u>Status and Results</u>
VIII. Correspondence Management	[]	25X1 1. Resumed revision of Correspondence Handbook; first draft now being typed. Advised Mrs. [] OTR, of what we are doing and obtained copy of special training material developed by OTR. 25X1 2. Referred request from [] HPIC, for information on training secretaries and stenographers to [] OTR. 25X1
IX. Survey of Procedures, Policies and Staffing Requirements of the Executive Registry	[]	25X1 1. Completed fact finding. Report being prepared. 25X1
X. Miscellaneous		1. Internal staff Clean up campaign eliminated 4 cu. ft. of material by destruction/ 2. Six members of this staff and 10 Agency Records Officers attended the monthly meeting of the Inter-Agency Records Administration Conference at the National Archives. 3. I attended the monthly meeting of Federal Records Officers at the Department of State. 4. [] attended the monthly luncheon meeting of Inter-Agency Management Analysis Conference. 25X1

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Chief, Records Management Staff

7 June 1963
Date

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May 1963

Forms Activities

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		<u>NEW</u>		<u>REVISED</u>		<u>TOTAL</u>
DD/I	2	25,300	2	64,000	4	89,000
DD/P	4	21,000	6	282,000	10	303,000
DD/S	13	362,200	12	59,300	25	421,500
DCI (inc. Compt., IG, CabSec, DD/R, etc.)	4	39,000	7	230,600	11	269,600
	<u>23</u>	<u>447,500</u>	<u>27</u>	<u>635,900</u>	<u>50</u>	<u>1,083,400</u>

OBSOLETE: 2 Forms (56-26d, 70-91e)

Agency forms	1833
OGA forms	188
<u>Total</u>	<u>2021</u>

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